



DEPARTMENT OF JUSTICE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF JUSTICE	RELEASE DATE:	Wednesday, September 2, 2015
POSITION TITLE:	Bureau Chief, Bureau of Criminal Identification & Investigative Services	FINAL FILING DATE:	Wednesday, September 16, 2015
CEA LEVEL:	CEA B	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,985.00 - \$10,474.00 / Month	BULLETIN ID:	08202015_1

POSITION DESCRIPTION

Under the direction of the Director, California Justice Information Services Division (CJIS), the Bureau Chief is responsible for planning, organizing, and directing the activities of the Bureau of Criminal Identification and Investigative Services (BCIIS), which includes the Client Services Program, the Cal-ID Program, the Law Enforcement Support Program (including the 24-hour, 7-day-a-week Command Center, the law enforcement "hot files", the Prescription Drug Monitoring Program), and the Violent Crime Information Center (including the Missing Persons Section, the California Sex Offender Registry, and the Investigative Services Program). The position plays a key role in the interpretation, development, review and implementation of policies regarding criminal justice and law enforcement, applying and interpreting the California and United States Constitutions, California regulations, Federal regulations, Legislative mandates, case law, Governor's mandates, and Departmental policy. The position develops, recommends and implements policies for the BCIIS, which relate to the Department, as well as policies having a direct impact on external agencies. The position formulates and administers Departmental plans, strategic business planning and provides overall program development, implementation and process improvements. The Bureau Chief is responsible for operational advancements, advocating legislative solutions and representing the Bureau and Division before the Legislature, governmental agencies, and public and private organizations. As a member of the executive staff, the position plays an active role in long-range planning and provides much of the technical direction in establishing policies and procedures.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

1. Demonstrated experience with existing and proposed automated systems, implemented strategic planning related to biometric identification, offender registration, prescription drug monitoring, and critical criminal justice information.
2. Demonstrated experience in personnel management, strong leadership, professional integrity and the ability to motivate others, which demonstrates the ability to plan, organize, and direct a large multi-disciplinary professional, technical and administrative staff.
3. Knowledge of and experience with criminal justice operations at the local, state, and national level.
4. Knowledge of the department's mission, organization, goals, policies, and core business requirements.
5. Knowledge of the legislative process, budgets, personnel, labor relations, contracting, and the grant development process.
6. Experience in overseeing and managing high profile and/or mission critical projects to implement new business needs and systems or to enhance existing systems.
7. Experience in business process analysis and utilization of performance measurements to track, evaluate, and increase program performance via streamlining of work processes.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Bureau Chief, Bureau of Criminal Identification & Investigative Services**, with the **DEPARTMENT OF JUSTICE**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The Examination process will consist of an application, resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate each candidate's education and experience as it relates to the "Desirable Qualifications" and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your

final score and rank on the eligible list; however, interviews may be conducted as part of the examination process.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

DEPARTMENT OF JUSTICE, Testing & Selection Unit
P.O. Box 944255, Sacramento, CA 94244-2550
Jerimiah Honer | (916) 322-9765 | Jerimiah.Honer@doj.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF JUSTICE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)